

ADMINISTRATIVE MESSAGE

ROUTINE

R 291120Z MAR 01 ZYB

FM COMHFLTACWINGPAC SAN DIEGO CA//N4/N4214//

TO HELSUPPRON THREE
HEL SUPPRON FIVE
HEL SUPPRON ELEVEN
PACMISRANFAC HAWAREA BARKING SANDS HI
NAS FALLON NV//OMD//
NAS LEMOORE CA//OMD//
NAS WHIDBEY ISLAND WA//OMD//

INFO COMNAVAIRPAC SAN DIEGO CA//N421/N421F/N421F1//

UNCLAS //N04790//

SUBJ/ORGANIZATIONAL LEVEL AVIATION MAINTENANCE MANAGEMENT TEAM
/ADVISORY (AMMTO 03-01)//
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RMKS/1. THIS ADVISORY IS APPLICABLE TO ORGANIZATIONAL LEVEL
ACTIVITIES AND SHALL BE REQUIRED READING FOR ALL WORK CENTERS.
PROGRAM MANAGERS SHALL REVIEW THEIR PROGRAMS AND TAKE ACTION AS
WARRANTED.

2. BELOW IS A LIST OF THE TOP TEN DEGRADED PROGRAMS DISCOVERED DURING
RECENT CHTWP MPA/AMI'S:

A. 1800 SE/PMS: ACTIVITIES USING SUPPORT EQUIPMENT THAT IS OVERDUE
FOR PERIODIC MAINTENANCE INSPECTIONS. SE HISTORICAL RECORDS (E.G.
FILES CONTAINING MCN'S, OPNAV 4790/51 RECORDS, ACCEPTANCE CHECKLISTS
AND UNSCHEDULED MAINTENANCE ACTIONS) ARE NOT MAINTAINED IN SEQUENTIAL
ORDER. PERIODIC MAINTENANCE DUE DATES LISTED IN NALCOMIS ASSETS
PROGRAM, SQUADRON/DETACHMENT MMP'S AND THE APPLICABLE SE RECORDS DO
NOT MATCH. OPNAV 4790/51 RECORDS ARE MISSING THE FOLLOWING DATA:
MISCELLANEOUS HISTORY ENTRIES FROM SECTION VI OF OPNAV 4790/51,
APPLICABLE TD'S (NOT ENTERED OR ANNOTATED INCORRECTLY ON SECTION
IV OF OPNAV 4790/51). SEVERAL TD'S HAVE NOT BEEN INCORPORATED WITHIN
COMPLIANCE TIME FRAME. SUPPORT EQUIPMENT IN AN INACTIVE STATUS DUE
TO AWAITING PARTS ARE NOT BEING PLACED IN A PRESERVED STATUS.

B. 1700 SE TRAINING AND LICENSING: PHASE II SE CERTIFICATIONS ARE
BEING PERFORMED OUT OF SEQUENCE. PERSONNEL FAILING INITIAL QA SE
TESTS ARE BEING ALLOWED TO RETEST WITHOUT COMPLETING REFRESHER OJT.
PERSONNEL ARE BEING ISSUED SE LICENSES (REQUAL'S) WITHOUT INITIAL
PHASE I/II CERTIFICATION DOCUMENTATION AVAILABLE. DATE PRACTICAL
EXAMS ADMINISTERED NOT BEING ANNOTATED ALONG WITH THE SIGNATURE OF
THE PERSON WHO ADMINISTERED THE EXAM.

C. 3400 PHASE MAINTENANCE: PHASE COORDINATORS ARE NOT CONTROLLING THE
DOCUMENTATION PORTION OF THE PHASE INSPECTION. SEQUENCE CONTROL
CHARTS ARE NOT BEING UTILIZED AS OUTLINED IN OPNAVINST 4790.2G. SRC
VERIFICATIONS ARE NOT BEING VALIDATED BY LOGS AND RECORDS PRIOR TO
THE COMPLETION OF THE PHASE INSPECTION.

D. 1300 TOOL CONTROL: TOOL BOX PANELS ARE NOT BEING LABELED AS OUTLINED IN THE TOOL CONTROL PLAN. TOOLS THAT ARE MISSING ARE ANNOTATED ON THE INVENTORY SHEET BUT NOT PLACED ON ORDER. MISSING TOOL REPORTS ARE NOT BEING PROPERLY ROUTED. QUARTERLY TOOL CONTROL INVENTORIES ARE EITHER OVERDUE OR NOT PERFORMED CORRECTLY.

E. 2600 TECHNICAL DIRECTIVES: TD'S ARE NOT BEING INCORPORATED WITHIN COMPLIANCE TIME FRAME NOR ARE DEVIATION REQUESTS BEING SUBMITTED. SEVERAL TD'S ARE NOT BEING DOCUMENTED ON AESR'S OR SRC'S. NA-00-500C IS NOT BEING SCREENED FOR APPLICABLE TD'S.

F. 4900 EXPLOSIVE HANDLING QUALIFICATION/CERTIFICATION: NOT UTILIZING CURRENT FORMS CONTAINED IN CHTWPINST 3570.1B. PROGRAM IS NOT ESTABLISHED IAW CNAPINST 8023.3G. ORDNANCE TRAINING IS NOT BEING DOCUMENTED IN INDIVIDUAL TRAINING RECORDS.

G. 3300 LOGS AND RECORDS: ENGINE AND AIRCRAFT OPERATING HOURS ARE MISCALCULATED IN LOGBOOKS. MISCELLANEOUS HISTORY ENTRIES ARE MISSING FROM LOGBOOKS/AESR'S. REPLACEMENT DUE DATES ARE MISCALCULATED ON SRC'S. INVENTORY PAGES ARE NOT BEING UPDATED.

H. 0200 MAINTENANCE TRAINING: NO EVIDENCE OF IN-RATE TRAINING BEING CONDUCTED AS SCHEDULED IN THE MMP OR TRAINING PLAN. QA DESIGNATION FORMS ARE BEING FILED IN TRAINING RECORD WITHOUT SUPPORTING DOCUMENTATION. INDOCTRINATIONS ARE NOT BEING ADMINISTERED TO PERSONNEL WITHIN 30 DAYS OF REPORTING TO COMMAND.

I. 1900 CTPL: SEVERAL PUBLICATIONS OUTDATED. OUTSTANDING REQUISITIONS HAVE NOT BEEN FOLLOWED UP ON FOR STATUS. LOCAL MRC CARDS ARE NOT BEING REVIEWED ON AN ANNUAL BASIS.

J. 0400 NAVY OIL AND ANALYSIS PROGRAM (NOAP): 30 HOUR OIL SAMPLES BEING DRAWN PAST THE MAXIMUM 10 PERCENT DEVIATION. DD 2026 FORMS ARE BEING FILLED OUT IMPROPERLY. COMMAND IS NOT FOLLOWING UP ON RESULTS OF OIL SAMPLES PREVIOUSLY SUBMITTED TO THE COGNIZANT OIL ANALYSIS LAB.//

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